Previous references

1913–14
(Education)

File No 320 of 1913
Serial Nos 1–2

Later references

GENERAL AND REVENUE SECRETARIAT

Serial Nos 1–2

Part B for April 1914

SUBJECT

Statements showing the Returns, Reports & other records that may be preserved or destroyed for & after the Notified Month in each case in the Office of the Dept of Education

---

1 From the Dept of Education No 1076/557 dated 24 2 1914 Submits two statements showing the Returns, Reports & other records that may be preserved or destroyed & requests orders for their destruction

2 - To the Dept of Education & Comptroller No 9030-1 dated 3 4 1914 Approves of the Dept's recommendation

GPB—4 000—4 7 11

4843

GR ~ 11] 1913-14

GENERAL AND REVENUE SECRETARIAT

(Edn)

NOTES

File No 320

FILE HEADING

Preservation and destruction of records in the Office of the DG & Edn

From

The D G of Edn

No 10767/557 Dated 24 2 14 Received 26 2 14

Diary No 4843	Enclos 2	Spare Copies -	Serial No 1

BRIEF ABSTRACT OF LETTER

Submits two statements A & B showing the returns reports and other records of his office that may be preserved and destroyed for & after the periods marked against each item; and requests orders for the destruction of the records

NOTES AND ORDERS

mentioned in statement B after the periods specified therein

The E H Accl Branch may be consulted in the matter

Submd

8/3/14 2 Please see separate slip

NOTES—First Sheet 4 3 14

BAS

SDA 11/3

GPB 3 000 1 6 12

Is any of the circular issued re Consultation of E A branch on such matters

SPR

Sub 9/3

None received on Branch IV. This was a mere suggestion —

BNC — If not so received Please look into the SPI in the branch & put up necessary draft

SPR
11/3

Land and Revenue Secretariat

Edn File No 320 of 1913-14

Serial No

6 Draft submd
8/3
--/ 11
14-3-14
BBS
7 (1st member)

SBN 17/3

Draft appd by 1st member
SBN
23 3 14

Issue
SBS
23/3/14
SBN

NOTE—Contin s ieet

PR— 0 000— 11 13

G 1 S 12]

General and Revenue Secretariat — Edn—File No 320 of 1913-14

Serial No

2 Note Despatch & complt 9030-1 9361
Abstracts of the Pts Accounts

NOTE—Contn sheet

GPB—60 000—7 11 13

Edn 320-13
Ser-1 1

Edn 81]

OFFICE OF INSPECTOR GENERAL OF EDUCATION IN MYSORE

4843

No 10767 Enc 2 / 557

Bangalore 24th February *1914*

From Rao Bahadur
M SHAMA RAO Esq MA
Inspector General of Education in Mysore

To
C S Balasundaram Iyer Esq B A
Secretary to the Government of
His Highness the Maharaja of Mysore
Departments of Education & Agriculture
Bangalore

SIR

I have the honour to submit herewith two statements marked A & B showing the returns reports and other records of this office that may be preserved and destroyed for and after the periods marked against each item respectively The destruction of the records mentioned in statement B is quite essential as they serve no useful purpose but on the other hand have been encumbering the almirahs and racks in the office which is cramped up for want of space In fixing the period for each item care has been taken to see that the records referred to are preserved for a sufficiently long time and are found to be of no more use

I request that you will be so good as to obtain the orders of Government for the destruction of the records mentioned in Statement B after the periods specified against each item

I have the honour to be
Sir
Your most obedient servant

M Shama Rao

Inspector General

TMR

2

PRESERVATION OF RECORDS.

The following should be permanently preserved -

1	Standing Orders Circulars and Notification/of the Department to be kept in book-form or in files	All years
2	'From'and 'To' Registers Account Books Transfer Books &c maintained at the Head office	
3	Office Salary Acquittance Roll	
4	All Government Orders	
5	Monthly Proceedings of Government in book-form	
6	Printed Schedules of the Department	
7	Open files	
8	Reports on Public Instruction	
9	Administration Reports	
10	Correspondence relating to appointments leave and punishment	
11	Correspondence relating to Secondary School-Leaving Certificates	(for some ye) (to come
12	Registers maintained in connection with the Secondary School-Leaving Certificates	All years
13	Government Gazette to be got bound	
14	Budget copies (in book form)	
15	Spare copies of Question papers (a complete set of each year) in connection with the Secondary School-Leaving Certificate Examination	

W. Shanmuga Rao

Inspector General of Education

TNR

B.

DESTRUCTION OF RECORDS

The following should be destroyed after the expiry of the period prescribed in each case

---

1	nnual Returns of Schools and Scholars	5 years
2	Printed Lists of Schools received from Inspecting officers every year	5
3	Inspection Reports on High Schools	5
4	Inspection Reports on Anglo-Vernacular Schools	5
5	Annual Reports of High Schools Colleges Special Institutions and Inspecting officers	5
6	Unimportant communications from Government (e g forwarding petitions &c)	5
7	Applications for scholarships and grants-in-aid	4
8.	Consolidated Reports received from Circle Inspectors on Schools examined by their subordinate officers	3
9	Service Schedules from subordinate officers (Form 3)	3
10	Pension papers (After final orders of Government)	3
11	Programmes of Inspection Tours	2
12	Abstract of Work and diary received from Inspecting officers	2
13	Monthly and Periodical Returns from Colleges Schools Inspecting officers &c (as cash accounts Fee Returns etc except those relating to appointments leave & punishment	3 years
14	Duplicate copies of Detailed contingent bills	2
15	Correspondence connected with minor matters as Abstract and Detailed contingent bills Travelling allowances Reminders applications for employment recommendations from subordinate officers for new schools new hands and increases Normal Training of Teachers &c	3 " "
16	Duplicate copies of travelling allowance bills if any	2
17	Arrear lists	2 years.

Inspector General of Education

T.R

GRS 28]

File No 320-13
Serial No 2

Diary No of letter replied to 4843

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT
(Edn)

- Cer Nos to complete

the 191

READ—

Letter no. 10767/557 B. dtd 24th Feb 1914 from the DG of Edn in Mysore, submitting two statements A & B, of returns, reports and other records of his office that may be permanently preserved and destroyed after specified periods resply, and requesting the orders of

Date of issue 3.4.14

Signed by Mr S P Rajagopalachar

ORDER THEREON—No

over

SUBJECT

5

Govt regarding the destruction of records as mentioned in Statement B after the periods noted therein

Order Thereon —

No. 9030-1
COM 320-13 3 4 14

Approved

for
for Secy CA 23/3/14

to the DG of Com

1. Comply with a copy of the Stt. A & B